
End Stage Renal Disease Facility (ESRDs) Initial Application Process

What is an ESRD facility?

ESRD is that stage of renal impairment that appears irreversible and permanent, and requires regular dialysis or kidney transplant to maintain life. An ESRD facility is a facility which provides dialysis services to patients.

How do I become an ESRD provider?

To establish Medicare Certification of an ESRD facility, an applicant must complete and submit an application packet. Application materials can be found below or requested through the Bureau of Facility Standards at (208) 334 - 6626.

What is included in the Certification application packet?

The application packet includes what must be submitted and approved by the Bureau of Facility Standards prior to an initial survey (items #1 - #11) and resource information related to ESRD facilities (items #12 - #14) as follows:

1. [ESRD Facility Survey Report - CMS-3427](#),
2. A Narrative Report Describing the Services to be provided, which includes
 - a. A Plan of Operation specific to the services to be provided,
 - b. The qualifications and responsibilities of the supervisory staff (physician, registered nurse in charge, dietician, social worker, etc.),
3. Building Layout and Plans including occupancy, separations, square footage, locations of exits, fire and smoke separations, and building and construction type,
4. Certificate of Occupancy,
5. NFPA 72 Report: Fire Alarm Testing Documentation/Record of Completion,
6. NFPA 13 Report: Sprinkler System Testing Documentation/Contractor's Material and Test Certificate for Above Ground Piping (if Applicable),
7. Fire Alarm/Sprinkler System Fire Watch Policy,
8. Smoking Policy,
9. A written plan for the protection of patients in an emergency,
10. Interior Finish Certifications (if applicable),
11. Fire retardant Treatment of Draperies, Curtains, etc. (if applicable),
12. [Appendix H](#), Guidance to Surveyors: ESRD Facilities,
13. [Appendix Q](#), Guidelines For Determining Immediate Jeopardy,
14. [CMS Letter, S&C-08-03 Initial Surveys](#).

How do I complete the Certification application?

1. Please complete Part I or the CMS-3427 form (item #1) above. Return it

and items #2 – #11 to the Bureau of Facility Standards. Please ensure that all questions are answered and that all hand-printed applications are clearly printed and easily readable.

Where do I send my completed Certification application materials?

The application materials can be submitted by mail and/or hand delivered. PLEASE KEEP A COPY FOR YOUR RECORDS.

1. If you are mailing the application packet, mail to:

Department of Health and Welfare
Bureau of Facility Standards
P.O. BOX 83720
BOISE, ID 83720-0036

2. If you are hand delivering the application packet, deliver to:

Department of Health and Welfare
Bureau of Facility Standards
3232 Elder Street
Boise ID 83705

What happens after I submit my Certification application materials?

Bureau of Facility Standards staff will review the materials you submitted. If the application is incomplete or if there are questions, Bureau staff will contact you. Once the application materials have been approved and after we have received notification from the Medicare Fiscal Intermediary that the CMS-855A (Medicare Application for Health Care Providers that will Bill Fiscal Intermediaries) application has been approved, we will contact you to discuss when an initial survey may be done. **Please see below for additional information related to the CMS-855A.**

How long will the Certification application process take?

The length of the application process for Initial Certification of an ESRD facility varies depending on multiple factors such as whether or not the application is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the application review and initial survey, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes. **However, due to limited staff resources and the need to accomplish higher priority work to meet our contractual agreement with CMS, this office is unable to complete initial certification surveys, now or in the foreseeable future. Please refer**

CMS letter, S&C-08-03, and CMS letter (item #14 above) for additional information regarding initial surveys of ESRD facilities.

Once the survey is completed and the facility is found in compliance with all regulations or an acceptable plan of correction has been submitted, the Bureau of Facility Standards will recommend certification to the Centers for Medicare Regional office for final approval.

How do I get paid for providing services?

The Centers for Medicare/Medicaid Services **require new applicants for ESRD facilities complete the form CMS-855A, Medicare Application for Health Care Providers that will Bill Fiscal Intermediaries**, and forward it to the fiscal intermediary/carrier for approval. The form CMS-855A can be accessed on the Internet or requested directly from your fiscal intermediary/carrier:

<http://www.cms.hhs.gov/MedicareProviderSupEnroll/>

Read the instructions on the web site and obtain the form by clicking on the version you will need for your computer.

Noridian Administrative Services
P.O. Box 6726
Fargo, ND 58108-6726
888/608-8816
www.noridianmedicare.com

Medicare reimbursement is not retroactive and usually becomes effective only after the survey is completed and you are in compliance with all regulations or have submitted an acceptable plan of correction.

Additional information

For additional information please access the website and reference information below or contact the Bureau of Facility Standards at (208) 334-6626 or email questions to fsb@dhw.idaho.gov.

Bureau of Facility Standards Informational Letters
[Bureau Letters related to ESRD Facilities.](#)

Health and Welfare Website

Access the Health and Welfare website at www.healthandwelfare.idaho.gov.

Centers for Medicare & Medicaid Services

Access the Centers for Medicare & Medicaid Services website at www.cms.hhs.gov.

